

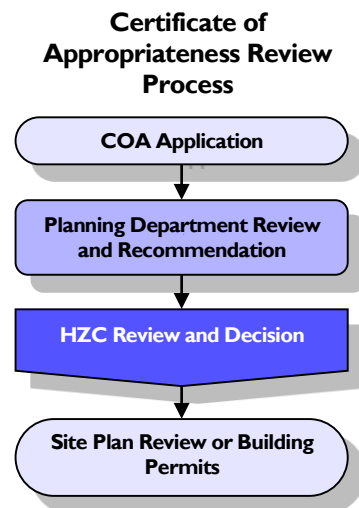
Certificate of Appropriateness (COA) for Historic Preservation Related Projects

General Description

Franklin has a rich history that is present throughout the entire city but is particularly evident in Downtown Franklin and the surrounding historic residential neighborhoods. Over the years, the city has taken special precautions to maintain the historic character of development in these areas through the establishment of the Historic Preservation Overlay (HPO) District. Within the HPO District, staff from the Department of Planning and Sustainability and the HZC review new development, construction, alteration, or demolition of structures to ensure that the planned changes are consistent with the city's historic preservation standards. In order to ensure proper review, development, construction, alterations, rehabilitation, demolition, and other modifications as identified in Subsection 2.4.9(2) of the *Zoning Ordinance* requires a Certificate of Appropriateness (COA) prior to the issuance of a Building Permit. Some exterior modifications (such as replacement windows) do not require a Building Permit, but are required to obtain a COA.

The Review Process

1. Applications for a COA are submitted to the Department of Planning and Sustainability as a “stand alone” application, or simultaneously with an application for a Building Permit or Site Plan Review.
2. The Department of Planning and Sustainability will determine if the application is complete, review the application, and make a recommendation to the HZC.
3. The HZC will meet within 30 days following receipt of a recommendation by the Department of Planning and Sustainability and decide to either issue, issue with conditions, or deny the COA application.
4. The HZC decision will be forwarded to the Department of Building and Neighborhood Services at which point the Building Permit or Site Plan Review will be processed in accordance with procedures set out in the *Zoning Ordinance*.



Things to Know About COAs

- Detailed information on the COA procedure and review criteria is established in Subsection 2.4.9 of the Franklin *Zoning Ordinance*.
- As stated in Subsection 2.4.9 (2) of the *Zoning Ordinance*, even if exterior work does not require a Building Permit (e.g., replacement of windows), an approved COA is required prior to the initiation of any work.

- An approved COA is required for signs, awnings, fencing, and HVAC equipment and related screening, but these items may qualify for administrative review. The Preservation Planner shall have the discretion to approve these items administratively or to refer the proposed items to the HZC for its consideration.
- In addition to the *Zoning Ordinance*, the Department of Planning and Sustainability and the HZC rely on several documents for historic review including the Secretary of the Interior's "Standards for Rehabilitation" and the *Franklin Historic District Design Guidelines*.
- Published notices shall be provided by the city in accordance with state law.